



# Constitution Checklist

This document provides a checklist of the clauses that should be present in a club constitution.

The constitution should be reviewed at least annually.

<b><i>Check Details</i></b>	<b><i>Yes/No</i></b>
Is the Club's name clearly stated?	
Are the Club's aims and objectives (the Objects) clearly stated as one or more clauses?	
Is an intention to be affiliated to the RFU clearly stated?	
Is an intention to adhere to the rules and regulations of the RFU clearly stated?	
Is the club's not for profit status clearly stated as required by HMRC (tax authorities), i.e. any surplus made by the club is not distributed to individual members but is used for the benefit of the Club as a whole?  PLEASE NOTE – THIS CLAUSE IS IN ADDITION TO THE DISSOLUTION CLAUSE	
If the club is a Community Amateur Sports Club, is there a clause that clearly states that any assets will be distributed to another not for profit organisation on dissolution?	
Are the required RFU disciplinary procedure clauses present?	
Are the required RFU equity clauses present?	
Are details of the available membership sections and the process for becoming a member of the club clearly stated?	
Is it clearly stated that membership eligibility is non-discriminatory?	
Are details of the disciplinary procedure for members and details of the appeal process for an expelled member clearly stated?	



Does the constitution clearly detail the roles required on the committee, e.g. President, Chairperson, Secretary, Treasurer, etc.?	
Is a requirement that ALL positions on the Committee are elected at the AGM clearly stated?	
Is a requirement that each person on the committee should satisfy the HMRC 'fit and proper person' test clearly stated?	
Is the number of management meetings the Committee should hold each year clearly stated?	
Is the minimum and maximum number of people required on the committee clearly stated?	
Is the minimum number of committee members (quorum) that need to be present at committee meetings clearly stated?	
Is a requirement that the club must hold an Annual General Meeting (AGM) clearly stated?	
Is the minimum number of members (quorum) that need to be present at an AGM clearly stated?	
Is the club's financial year start and end date clearly stated?	
Is a requirement to produce an annual Income and Expenditure statement and simplified balance sheet for member approval at the AGM clearly stated?	
Is a requirement for the annual Income and Expenditure statement and simplified balance sheet to be verified by an independent external qualified accountant before approval at the AGM clearly stated?	
Is the process for amending the constitution clearly stated and does that process require approval at the AGM?	

If any of the answers are 'NO', please seek independent professional advice.